

TRANSIENT PERSONNEL UNIT PUGET SOUND INSTRUCTION 4050.1B

Subj: TRANSIENT PERSONNEL UNIT (TPU) PERSONAL EFFECTS PROGRAM

Ref: (a) NAVSUP P485 (Vol 1), Chapter 1 (Rev. 3)  
(b) SECNAVINST 5510.30A

Encl: (1) Preparation of NAVSUP Form 29

1. Purpose. To establish procedures for disposition of personal effects in accordance with reference (a).

2. Cancellation. TRANSITPERSUINST 4050.1A

3. Background.

a. Inventory of personal effects is required for PR and RILA division personnel, or any Legal division personnel that lack adequate storage facilities for personal effects.

b. Inventory of personal effects is required for lost, abandoned, or unclaimed personal effects when they first come into custody at TPU. Also, personal effects will be inventoried when the owner is determined to be deceased, missing, or has been transferred to another command out of the area (e.g. Navy Brig, Miramar) without his/her personal effects. It is important, in this instance, that the inventory be completed as promptly as possible so the next of kin, heir, or legal representative will receive the personal effects without undue delay.

c. The personal effects of incapacitated persons will be inventoried when such action appears necessary or desirable to protect the interests of the incapacitated person.

4. Responsibilities.

a. Commanding Officer.

(1) Responsible for designating all custodians in writing.

b. Executive Officer.

- (1) Responsible for maintaining a spot check program for

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b. Supply Petty Officer. Responsible for the custody, storage, security, shipment, disposition of personal effects, and maintenance of adequate records.

5. Action.

a. Commanding Officer. When inventory of personal effects is required, the Commanding Officer will appoint, in writing, an inventory board to inventory the effects. The inventory board for enlisted owned effects will consist of the Division Officer and the Leading Petty Officer. The inventory board for officer owned effects will consist of two officers.

b. Inventory Board.

(1) The inventory board will take an accurate and complete inventory of the personal effects and will investigate and record any information which may assist in the settlement of the affairs of the estate of the owner.

(2) The inventory board will remove from the personal effects all classified matter, which will be disposed of in accordance with reference (b).

(3) Pornographic or similar matter, including personal letters containing objectionable matter, will be removed from personal effects and will be disposed of as directed by the Commanding Officer. Pornographic and objectionable matter which the inventory board is authorized to dispose of will not be recorded on the inventory.

(4) Articles injurious to personnel, such as small arms, ammunition, or other explosives and articles which constitute a fire hazard will be rendered harmless if practicable. If such articles cannot be rendered harmless, they will be disposed of by qualified personnel.

(5) All articles of personal effects will be described in detail on NAVSUP Form 29. A sample has been provided as enclosure (1). Extreme care will be exercised in describing articles of intrinsic or sentimental value such as jewelry, precious stones, valuable papers, keepsakes, etc. Such general

terms as diamond, gold, and platinum should not be used without

qualifying remarks, as such articles may not in fact consist of these elements.

(6) Money will be recorded on the inventory form by denomination and value of the currency.

(7) When desirable or appropriate, the inventory board may determine whether the owner of the effects has any debtors or creditors within the command. Any information relating to such unsettled financial transactions will be recorded on NAVSUP Form 29.

(8) A copy of all correspondence relating to the identification and location of the owner, next of kin, heir, or legal representative, as well as any voluntary written statements received from creditors or debtors, will be attached to the original copy of the inventory. No official action will be taken by the Commanding Officer, inventory board, or Supply Petty Officer to settle outstanding financial transactions recorded on the inventory. This information is intended for the owner of the effects, next of kin, heir, or legal representative.

c. Supply Petty Officer.

(1) The Supply Petty Officer will remove Navy owned organizational clothing and equipment from the personal effects and will note such action on the NAVSUP Form 29. Any recovered government articles will be returned to stock, reassigned to another individual, utilized, or disposed of.

(2) The Supply Petty Officer will prepare the containers and appropriate paperwork for shipment.

6. Preparation of NAVSUP Form 29.

a. The inventory board will complete the "List of Personal Effects" section located on the reverse side of NAVSUP Form 29.

b. A minimum of an original and five copies will be prepared. Information which cannot be included in the spaces

provided in the NAVSUP Form 29 will be listed under appropriate captions, on continuation sheets of white bond paper. Additional copies may be prepared as required and used for

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official purposes when certified to be a true copy by the Commanding Officer.

c. Transactions relating to the receipt, transfer, deposit, and withdrawal of safekeeping deposits of money or valuables will be recorded in the "Remarks" section.

d. The original and all copies will be signed by both members of the inventory board and the Commanding Officer before delivery to the Supply Petty Officer.

e. The original form, all copies, and the personal effects will be delivered to the Supply Petty Officer who will acknowledge receipt, enter the disposition of effects information on all copies, and distribute as follows:

(1) Forward one copy to the Commanding Officer.

(2) File one copy in the owner's service record if available. If service record is unavailable, or the owner is deceased, forward the copy under a letter of transmittal to Commander, Navy Personnel Command (Community and Personal Services Division).

(3) Forward original and three copies with the personal effects.

7. Security. All personnel concerned will ensure that necessary precautions are taken to prevent pilferage or damage to the personal effects. The Supply Petty Officer receiving personal effects for safekeeping and storage will verify the items of personal effects with the NAVSUP Form 29 and will store the effects in locked controlled spaces. Money, negotiable instruments, and articles of intrinsic value such as jewelry will be stored in the combination type safe located in the Master-at-Arms office. When transfer of custody of personal effects, including cash, checks, and other valuables is made by hand, a receipt will be acknowledged by the receiving person by the endorsement on the original and all copies of the NAVSUP Form 29.

Distribution:  
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